

Find me online at <https://actionnetwork.org/groups/friendsoftheearth>



Getting started with Action Network

Welcome to Action Network, it's great to have you on board.

If you have any questions at all please get in touch on actionnetwork@foe.co.uk

Contents

Creating your account.....	1
Your Dashboard	2
Your hub page.....	2
Notes for Administrators	4

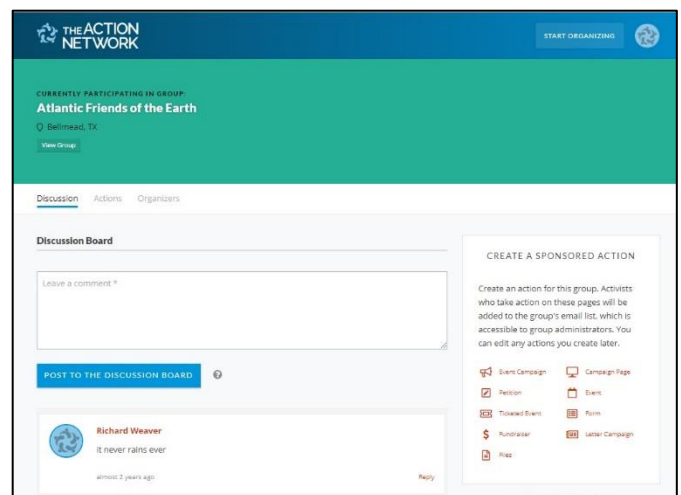
Creating your account

If you'd like to explore setting up an Action Network account through us please get in touch with us on actionnetwork@foe.co.uk

We'll set up an account for your group and send you an email invitation to join it. (If others in your group have already set up an account, they can send you an email invitation to join).

Follow the link in the email invitation and you'll be taken to a page with a form on in where you can create your account. Fill in your details, read and agree the Terms and conditions, and confirm everything.

You'll be taken to your group's main within Action Network. Let's call it your **Hub page**. It'll look something like this.

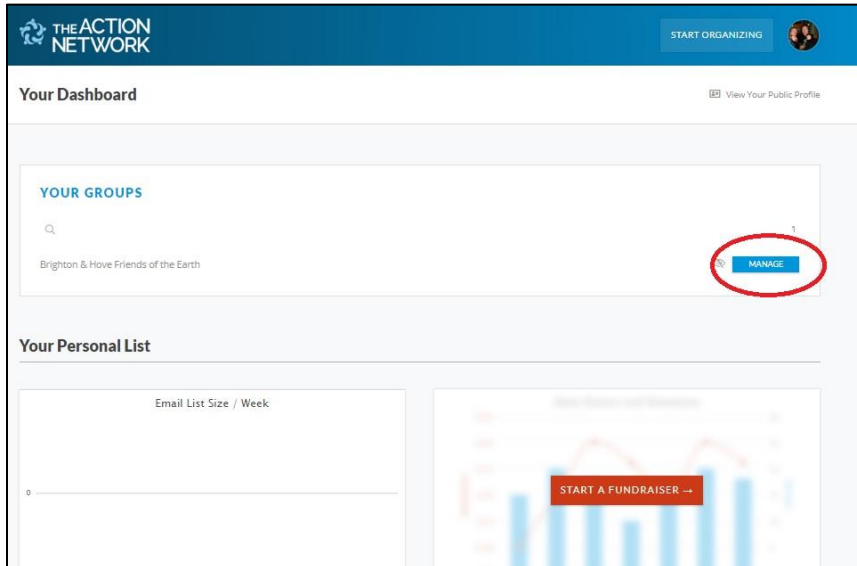


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Your Dashboard

When you log in to Action Network you'll be taken to your Dashboard. It'll look something like this.

Click on **Manage** next to the name of your group, to go to your **Hub page**.

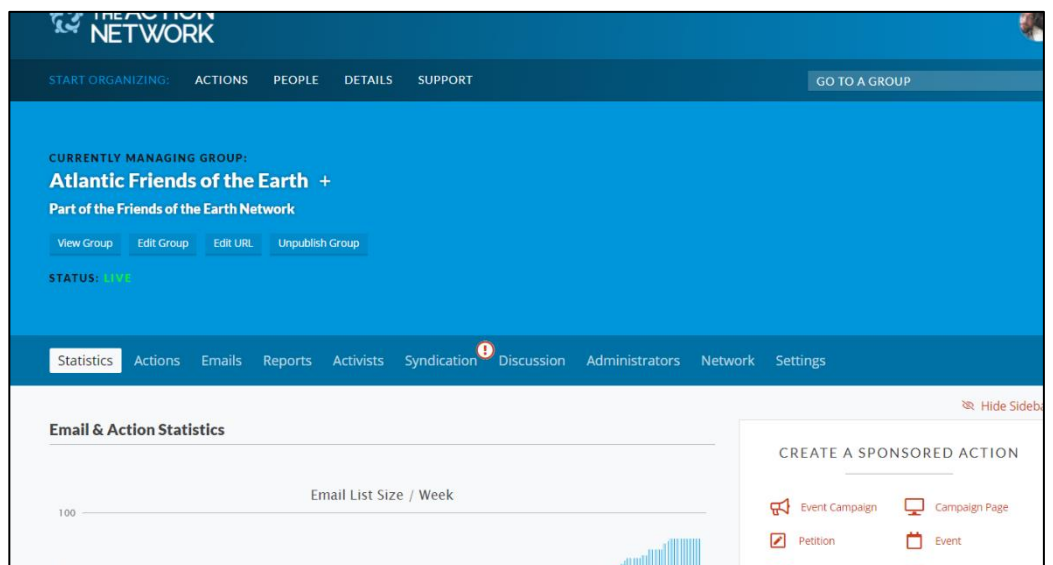


Your Hub page

Your Hub page is where you can access all aspects of your Action Network account.

It's worth booking it or adding it to your favourites.

Here's a breakdown of the most important parts of your Hub page.

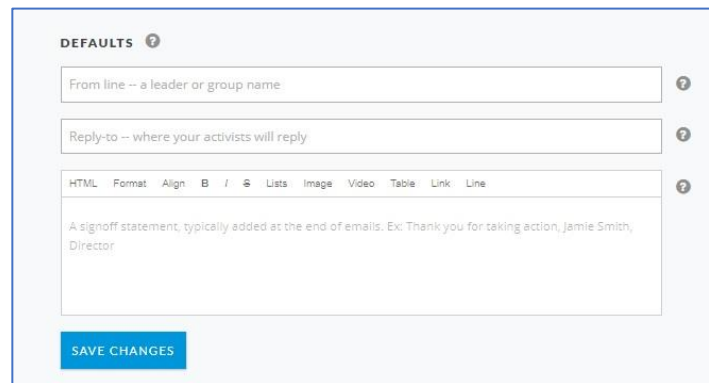


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- **View group.** Your group has a publicly visible page, where you can add information about how people can get involved. All the events and actions you create in Action Network will automatically be shown on this page too.

Here's an example from Brighton and Hove Friends of the Earth – <https://actionnetwork.org/groups/brighton-hove-friends-of-the-earth>

- **Edit group.** Use this option to make changes to your group's publicly visible page. You can add links, images and more.
- **Actions.** You can edit, manage and duplicate all the events and actions you've created in this tab.
- **Emails and reports.** You can edit, duplicate and see the results of all the emails you've created in this tab.
- **Administrators.** This tab shows you the **Administrators** and **Organizers** within your account. You can give others access to the account from here. See notes for Administrators below.
- **Settings.** You can ignore most of the things in this tab. But if you're going to sending regular emails through Action Network then the Defaults section might be useful. You can use it to set a default sender name, reply to address and sign off, to save you having to add these things each time you create an email.
- **Create a sponsored action box.** Here you can create new content in Action Network e.g. petition, email, form.



DEFAULTS ?

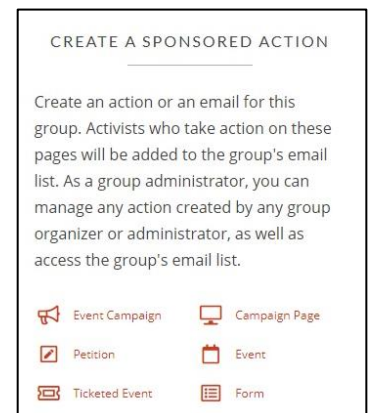
From line -- a leader or group name ?

Reply-to -- where your activists will reply ?

HTML Format Align B I U Lists Image Video Table Link Line ?







A signoff statement, typically added at the end of emails. Ex: Thank you for taking action, Jamie Smith, Director

SAVE CHANGES



CREATE A SPONSORED ACTION

Create an action or an email for this group. Activists who take action on these pages will be added to the group's email list. As a group administrator, you can manage any action created by any group organizer or administrator, as well as access the group's email list.

 Event Campaign	 Campaign Page
 Petition	 Event
 Ticketed Event	 Form

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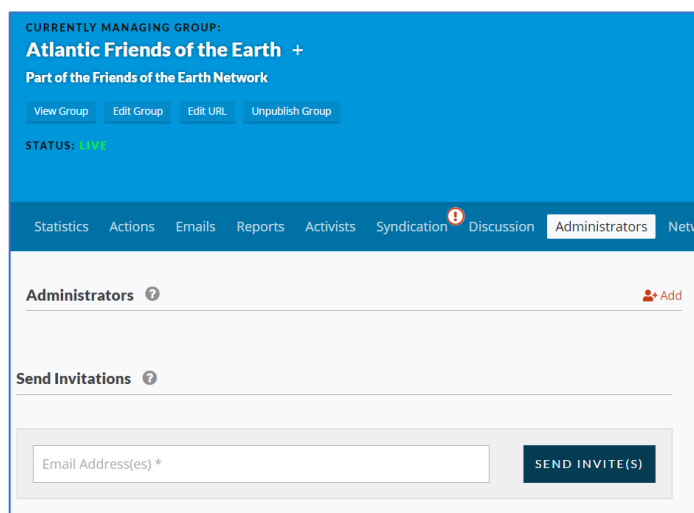
Notes for Administrators

- **Inviting others.** It's easy to invite others in your group to join Action Network. Just click on **Administrators** on the Hub page, type their email address and click on **Send Invite(s)**.
- **Setting their permissions.** You'll also need to decide if they are an **Administrator** or an **Organizer**.

Organizers are people who run campaigns, so they can create petitions, actions and events. Administrators are the people who run your group, so they can do everything Organizers can do, but they can all also send emails and look after your groups data.

To do this you need to head to the **Administrators tab** and find the person you're looking for. To turn an Organizer into an Administrator, click on **Make user admin**, next to their name.

Click on **Confirm** and you'll be asked to confirm their access level.



PERMISSIONS FOR TOM WRIGHT

Set permissions for this administrator below. Administrators will have the same permissions on child groups in the network that they have here. You can override inherited permissions by adding this user as an administrator on a child group and setting different permissions directly.

- Settings**
Administrator can edit group settings, invite and approve administrators, set up fundraising and ticketed event pages that don't require donor email addresses, set administrator permissions, and set the parent of this group in the network.
- Launch Email**
Administrator can launch and send emails targeted to the group's list.
- Reports**
Administrator can download report data and mass add or remove tags and subscriptions.
- Activists**
Administrator can access search and add activists and edit individual records, as well as receive pending merge notifications.
- Contributions**
Administrator can issue refunds, edit or cancel recurring contributions, convert one-time contributions to recurring when viewing activist records, and upload or manually add or edit transactions, as well as receive contribution failure notifications.
- Advanced Uploads**
Administrator can use advanced upload features, such as overwriting custom field data or unsubscribing activists in an upload.
- Overwrite Network Custom Field Data**
Administrator can choose to overwrite parent group custom field data when editing activists. (Without this permission, editing an activist will not overwrite custom field data on parent groups.)
- Syndication**
Administrator can create syndication packages to be shared with other groups.

SAVE PERMISSIONS

Tick the settings you want to give people.

We generally suggest these 3:

- **Settings**
- **Launch Email**
- **Syndication**

To access the Reports and Activists functions you must confirm acceptance of our [Data Processing Agreement](#) – which outlines your group's responsibility around handling data. Get in touch to find out how to do this.

Click on **Save permissions** and you'll be returned to the Organizers tab.

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- **Changing permissions and removing users.** If you need to change anyone's permissions e.g. Revert an Administrator back to an Organizer, or remove anyone from your Action Network account, head to the Administrators tab and you'll see options to do this next to their name (to the right of Edit permissions).

